INPATIENT MEDICATIONS (IM)

NURSE'S USER MANUAL

Version 5.0
December 1997

(Revised July 2003)

Department of Veterans Affairs
V*IST***A** Health Systems Design & Development

Revision History

Any changes subsequent to the initial release of this manual are listed below. The users should update the manual with the pages listed under the Revised Pages column.

Date	Revised Pages	Patch Number	Description
07/03	Title, i-iv, 1, 2, 14, 24, 28, 30, 39-44, 47-50, 50a-50d, 51-52, 56, 59-60, 62, 97, 104-113, 115-121	PSJ*5*80	Updated the Title Page, Revision History Page, Table of Contents, Introduction Page, and the Index. The Table of Contents and Index sections are included in their entirety due to the automatic generation of these sections. Updated the Start and Stop Date/Time descriptions to explain how these fields are calculated and displayed with or without the presence of the Duration entered through CPRS. The screen shots include the new Duration display field. The INPATIENT PROFILE ORDER SORT parameter explanation is expanded. Included pages for double-sided printing
01/03	Title, i, iii-iv, 1-4, 7, 10, 13, 14, 23, 24, 28-30, 38-44. 47-58, 61, 62, 65-68, 72-74, 77-79, 81, 83, 96, 97, 102, 115-121	PSJ*5*85	Updated the Title Page, Revision History Page, Table of Contents, Introduction Page, and the Index. The Table of Contents and Index sections are included in their entirety due to the automatic generation of these sections. A patient's crises, warnings, allergies, and directives are displayed on the patient profile and order view. A hidden action, CWAD, is also added. The ability to flag an order for clarification and to display an order that was flagged in CPRS is available. A new action, Flag, is available to include any comments associated with the flagged order. The Nature of Order or Electronic Signature abbreviations are displayed beside the Provider's Name on the order. When a patient has not been assessed with allergy information, the display, "No Allergy Assessment" will be included in the Patient Information area. Included pages for double-sided printing.
05/02	All	PSJ*5*58	Updated this manual to include the IV functionality and BCMA – CPRS Med Order Button enhancements released with the BCMA V. 2.0 project.
01/02	Title, i–vi, 1, 2, 21, 22, 61, 62, 89, 89a, 89b, 90-94, 111-118	PSJ*5*65	Updated the Title Page, Revision Page, Table of Contents, Menu Tree, Introduction Page, and the Index. The default Schedule Type determinations were updated for new orders and orders entered through CPRS and finished by pharmacy. A new option and report, Free Text Dosage Report, was added to the Unit Dose Reports. Included pages for double-sided printing.
01/02	Title, i, ii, 1, 2, 19, 20, 21, 22	PSJ*5*63	Updated the Title Page, Revision History Page, and the Introduction Page. The Schedule Type and Stop Date/Time were updated to include the ward and system parameters used in the determination of the stop date for one-time orders. Included pages for double-sided printing.
09/01	All	PSJ*5*50	Added this Revision History Page. Re-formatted the manual into sections. Added Patch Release changes and Pharmacy Ordering Enhancements (POE).

Date	Revised Pages	Patch Number	Description
12/97			Original Released Nurse's User Manual.

Table of Contents

1. Introduction

The Inpatient Medications package provides a method of management, dispensing, and administration of inpatient drugs within the hospital. Inpatient Medications combines clinical and patient information that allows each medical center to enter orders for patients, dispense medications by means of Pick Lists, print labels, create Medication Administration Records (MARs), and create Management Reports. Inpatient Medications also interacts with the Computerized Patient Record System (CPRS) and the Bar Code Medication Administration (BCMA) packages to provide more comprehensive patient care.

This user manual is written for the Nursing Staff, the Automated Data Processing Application Coordinator (ADPAC), and other healthcare staff for managing, dispensing, and administering medications to the patients within the hospital. The main text of the manual outlines patients' ordering options for new and existing orders, editing options, output options, and inquiry options.

The Inpatient Medications documentation is comprised of several manuals. These manuals are written as modular components and can be distributed independently and are listed below.

> Nurse's User Manual V. 5.0 Revised July 2003
> Pharmacist's User Manual V. 5.0 Revised July 2003
> Supervisor's User Manual V. 5.0 Revised May 2002
> Technical/Security Guide V. 5.0 Revised July 2003
> Pharmacy Ordering Enhancements (POE) Phase 2 Release Notes V. 1.0
> Pharmacy Ordering Enhancements (POE) Phase 2 Installation Guide V. 1.0
> Bar Code Medication Administration (BCMA) Version 2.0 Release Notes
> Bar Code Medication Administration (BCMA) Version 2.0 Installation Guide

2. Orientation

Within this documentation, several notations need to be outlined.

- Menu options will be italicized.
  Example: *Inpatient Order Entry* indicates a menu option.

- Screen prompts will be denoted with quotation marks around them.
  Example: "Select DRUG:" indicates a screen prompt.

- Responses in bold face indicate what the user is to type in.
  Example: Printing a MAR report by ward group **G**, by ward **W** or by patient **P**.

- Text centered between arrows represents a keyboard key that needs to be pressed in order for the system to capture a user response or move the cursor to another field. **<Enter>** indicates that the Enter key (or Return key on some keyboards) must be pressed. **<Tab>** indicates that the Tab key must be pressed.
  Example: Press **<Tab>** to move the cursor to the next field.
  Press **<Enter>** to select the default.

- Text depicted with a black background, displayed in a screen capture, designates reverse video or blinking text on the screen.
  Example:
  ```
    (9)    Admin Times: 01-09-15-20
  *(10)       Provider: INPATIENT-MEDS,PHARMACIST
  ```

- **Note**: Indicates especially important or helpful information.

- Options are locked with a particular security key. The user must hold the particular security key to be able to perform the menu option.
  Example: All options under the *PIck List Menu* option are locked with the PSJU PL key.

- Some of the menu options have several letters that are capitalized. By entering in the letters and pressing <**Enter**>, the user can go directly to that menu option (the letters do not have to be entered as capital letters).
  Example: From the *Unit Dose Medications* option: the user can enter **INQ** and proceed directly into the *INQuiries Menu* option.

- **?, ??, ???** One, two, or three question marks can be entered at any of the prompts for on-line help. One question mark elicits a brief statement of what information is appropriate for the prompt. Two question marks provide more help, plus the hidden actions and three question marks will provide more detailed help, including a list of possible answers, if appropriate.

- **^** Caret (up arrow or a circumflex) and pressing **<Enter>** can be used to exit the current option.

4.3 Inpatient Order Entry
[PSJ OE]

The *Inpatient Order Entry* option, if assigned, allows the nurse to create, edit, renew, hold, and discontinue Unit Dose and IV orders, as well as put existing IV orders on call for any patient, while remaining in the Unit Dose module.

When the user accesses the *Inpatient Order Entry* option from the Unit Dose module for the first time within a session, a prompt is displayed to select the IV room in which to enter orders. When only one active IV room exists, the system will automatically select that IV room. The user is then given the label and report devices defined for the IV room chosen. If no devices have been defined, the user will be given the opportunity to choose them. If this option is exited and then re-entered within the same session, the current label and report devices are shown. The following example shows the option re-entered during the same session.

Example: Inpatient Order Entry

```
Select Unit Dose Medications Option: IOE  Inpatient Order Entry

You are signed on under the BIRMINGHAM ISC IV ROOM

Current IV LABEL device is: NT TELNET TERMINAL

Current IV REPORT device is: NT TELNET TERMINAL

Select PATIENT: ABC or A9111
```

At the "Select PATIENT:" prompt, the user can enter the patient's name or enter the first letter of the patient's last name and the last four digits of the patient's social security number (e.g. A9111). The Patient Information Screen is displayed:

Example: Patient Information Screen

```
Patient Information          Sep 12, 2000 10:36:38        Page:   1 of   1
ABC,PATIENT                    Ward: 1 EAST
  PID: 123-45-9111          Room-Bed: B-12      Ht(cm):          (        )
  DOB: 08/18/20 (80)                            Wt(kg):          (        )
  Sex: MALE                                    Admitted: 05/03/00
   Dx: TESTING                        Last transferred: ********

 Allergies/Reactions: No Allergy Assessment
 Inpatient Narrative: INP NARR...
Outpatient Narrative:




          Enter ?? for more actions
PU Patient Record Update              NO New Order Entry
DA Detailed Allergy/ADR List          IN Intervention Menu
VP View Profile
Select Action: View Profile//
```

The nurse can now enter a Patient Action at the "Select Action: View Profile//" prompt in the Action Area of the screen.

4.4 Patient Actions

The Patient Actions are the actions available in the Action Area of the List Manager Screen. These actions pertain to the patient information and include editing, viewing, and new order entry.

4.4.1. Patient Record Update

The Patient Record Update action allows editing of the Inpatient Narrative and the Patient's Default Stop Date and Time for Unit Dose Order entry.

Example: Patient Record Update

```
Patient Information            Sep 12, 2000 14:39:07         Page:    1 of   1
ABC,PATIENT                      Ward: 1 EAST
   PID: 123-45-9111         Room-Bed: B-12        Ht(cm): _____  (_____)
   DOB: 08/18/20 (80)                             Wt(kg): _____  (_____)
   Sex: MALE                                   Admitted: 05/03/00
    Dx: TESTING                          Last transferred: ********
_____
 Allergies/Reactions: No Allergy Assessment
 Inpatient Narrative: INP NARR …
Outpatient Narrative:




          Enter ?? for more actions
PU Patient Record Update              NO New Order Entry
DA Detailed Allergy/ADR List          IN Intervention Menu
VP View Profile
Select Action: View Profile// PU
INPATIENT NARRATIVE: INP NARR...// Narrative for Patient ABC
UD DEFAULT STOP DATE/TIME: SEP 21,2000@24:00//
```

The "INPATIENT NARRATIVE: INP NARR...//" prompt allows the nurse to enter information in a free text format, up to 250 characters.

The "UD DEFAULT STOP DATE/TIME:" prompt is the date and time entry to be used as the default value for the STOP DATE/TIME of the Unit Dose orders during order entry and renewal processes. This value is used only if the corresponding ward parameter is enabled. The order entry and renewal processes will sometimes change this date and time.

Note: If the Unit Dose order, being finished by the nurse, is received from CPRS and has a duration assigned, the UD DEFAULT STOP DATE/TIME is displayed as the Calc Stop Date/Time.

When the SAME STOP DATE ON ALL ORDERS parameter is set to yes, the module will assign the same default stop date for each patient. This date is initially set when the first order is entered for the patient, and can change when an order for the patient is renewed. This date is shown as the default value for the stop date of each of the orders entered for the patient.

The Nature of Order abbreviation will display on the order next to the Provider's Name. The abbreviations will be in lowercase and enclosed in brackets. Written will display as [w], telephoned as [p], verbal as [v], policy as [i], electronically entered as [e], and service correction as [s]. If the order is electronically signed through the CPRS package AND the CPRS patch OR*3*141 is installed on the user's system, then [es] will appear next to the Provider's Name instead of the Nature of Order abbreviation.

Example: New Order Entry

```
Patient Information            Feb 14, 2001 10:21:33        Page:    1 of    1
ABC,PATIENT                      Ward: 1 EAST
   PID: 123-45-9111           Room-Bed:          Ht(cm): _____  (_____)
   DOB: 08/18/20 (80)                            Wt(kg): _____  (_____)
   Sex: MALE                                    Admitted: 11/07/00
    Dx: TEST                     Last transferred: ********

 Allergies/Reactions: No Allergy Assessment
 Inpatient Narrative: Narrative for Patient ABC
Outpatient Narrative:




          Enter ?? for more actions
PU Patient Record Update            NO New Order Entry
DA Detailed Allergy/ADR List        IN Intervention Menu
VP View Profile
Select Action: View Profile// NO   New Order Entry

Select DRUG: POT
    1    POTASSIUM CHLORIDE 10 mEq U/D TABLET          TN403
    2    POTASSIUM CHLORIDE 10% 16 OZ          TN403     N/F        BT
    3    POTASSIUM CHLORIDE 20% 16 OZ          TN403     N/F
    4    POTASSIUM CHLORIDE 20MEQ PKT          TN403       UNIT DOSE   INPAT
    5    POTASSIUM CHLORIDE 2MEQ/ML INJ 20ML VIAL         TN403     N/F
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1  POTASSIUM CHLORIDE 10 mEq U/D TABLET         TN403
    1.    10
    2.    20
DOSAGE ORDERED (IN MEQ): 1

You entered 10MEQ is this correct? Yes//  <Enter> YES
MED ROUTE: ORAL// <Enter>  PO
SCHEDULE TYPE: CONTINUOUS//  <Enter> CONTINUOUS
SCHEDULE: BID      08-16
ADMIN TIMES: 08-16// <Enter>
SPECIAL INSTRUCTIONS: <Enter>
START DATE/TIME: FEB 14,2001@16:00//  <Enter> FEB 14,2001@16:00
STOP DATE/TIME: FEB 23,2001@24:00//   <Enter> FEB 23,2001@24:00
PROVIDER: INPATIENT-MEDS,PROVIDER// <Enter>

----------------------------------report continues----------------------------------
```

Example: New Order Entry (continued)

```
NON-VERIFIED UNIT DOSE        Feb 14, 2001 10:23:37        Page:    1 of    2
ABC,PATIENT                        Ward: 1 EAST
   PID: 123-45-9111            Room-Bed:           Ht(cm): _____  (_____)
   DOB: 08/18/20 (80)                              Wt(kg): _____  (_____)

  (1)Orderable Item: POTASSIUM CHLORIDE TAB,SA
       Instructions:
  (2)Dosage Ordered: 10MEQ
                                               (3)Start: 02/14/01  16:00
  (4)     Med Route: ORAL
                                               (5) Stop: 02/23/01  24:00
  (6) Schedule Type: CONTINUOUS
  (8)      Schedule: BID
  (9)   Admin Times: 08-16
  (10)      Provider: INPATIENT-MEDS,PROVIDER [w]       DURATION:
  (11) Special Instructions:

  (12) Dispense Drug                            U/D        Inactive Date
       POTASSIUM CHLORIDE 10 mEq U/D TABLET      1
+        Enter ?? for more actions
ED  Edit                       AC   ACCEPT
Select Item(s): Next Screen// AC   ACCEPT
NATURE OF ORDER: WRITTEN// <Enter>

...transcribing this non-verified order....


NON-VERIFIED UNIT DOSE        Feb 14, 2001 10:24:52        Page:    1 of    2
ABC,PATIENT                        Ward: 1 EAST
   PID: 123-45-9111            Room-Bed:           Ht(cm): _____  (_____)
   DOB: 08/18/20 (80)                              Wt(kg): _____  (_____)

 *(1)Orderable Item: POTASSIUM CHLORIDE TAB,SA
       Instructions:
 *(2)Dosage Ordered: 10MEQ
                                               (3)Start: 02/14/01  16:00
 *(4)     Med Route: ORAL
                                               (5) Stop: 02/23/01  24:00
  (6) Schedule Type: CONTINUOUS
 *(8)      Schedule: BID
  (9)   Admin Times: 08-16
*(10)      Provider: INPATIENT-MEDS,PROVIDER [w]       DURATION:
  (11) Special Instructions:

  (12) Dispense Drug                            U/D        Inactive Date
       POTASSIUM CHLORIDE 10 mEq U/D TABLET      1
+        Enter ?? for more actions
DC  Discontinue          ED  Edit              AL  Activity Logs
HD  (Hold)               RN  (Renew)
FL  (Flag)               VF  Verify
Select Item(s): Next Screen// VF   Verify
...a few moments, please.....

Pre-Exchange DOSES: <Enter>

ORDER VERIFIED.

Enter RETURN to continue or '^' to exit:
```

- **"SCHEDULE:"**

This prompt occurs on piggyback and intermittent syringe orders. A schedule prompt is a request to queue doses on a recurring basis. For instance, a response to the schedule prompt may be **Q5H**, which would be a request to give doses every five hours. If a non-standard schedule and non-standard administration times are entered, the IV integrity checker will flag this field with a warning and give the nurse an opportunity to re-edit. This field allows up to two spaces to be entered, (Ex. TID PC PRN).

> **Note:** It might be inappropriate for some orders with non-standard schedules to be given administration times. For example, the administration times for Q18H (every 18 hours) will vary.

- **"ADMINISTRATION TIME:"**

This is free text. The nurse should enter the times of dose administration using military time such as 03-09-15-21.

- **"OTHER PRINT INFO:"**

Free text is entered and can be up to 60 characters. For new order entry, when Other Print Info is added, the nurse is prompted whether to flag this field for display in a BCMA message box. When finishing orders placed through CPRS, where the Provider Comments are not too long to be placed in this field, the nurse is given the option to copy the comments into this field. Should the nurse choose to copy and flag these comments for display in a BCMA message box on the VDL, an exclamation mark "!" will appear in the order next to this field.

> Note: For "DONE" Orders (CPRS Med Order) <u>only</u>, the Provider Comments are automatically placed in the OTHER PRINT INFO field. If the Provider Comments are greater than 60 characters, Other Print Info will display "REFERENCE PROVIDER COMMENTS IN CPRS FOR INSTRUCTIONS."

- **"START DATE / TIME:"**

The system calculates the default Start Date/Time for order administration based on the DEFAULT START DATE CALCULATION field in the INPATIENT WARD PARAMETERS file. This field allows the site to use the NEXT or CLOSEST administration or delivery time, or NOW, which is the order's login date/time as the default Start Date. When NOW is selected for this parameter, it will <u>always</u> be the default Start Date/Time for IVs. This may be overridden by entering the desired date/time at the prompt.

When NEXT or CLOSEST is used in this parameter and the IV is a continuous-type IV order, the default answer for this prompt is based on the delivery times for the IV room specified for that order entry session. For intermittent type IV orders, if the order has administration times, the start date/time will be the NEXT or CLOSEST administration time depending on the parameter. If the intermittent type IV order does not have administration times, the start date/time will round up or down to the closest hour. The Site Manager or Application Coordinator can change this field.

- **"STOP DATE / TIME:"**
The system calculates the default Stop Date/Time for order administration based on the STOP TIME FOR ORDER site parameter. The default date shown is the least of (1) the <IV TYPE> GOOD FOR HOW MANY DAYS site parameter (where <IV TYPE> is LVPs, PBs, etc.), (2) the NUMBER OF DAYS FOR IV ORDER field (found in the IV ADDITIVES file) for all additives in this order, or (3) the DAY (nD) or DOSE (nL) LIMIT field (found in the PHARMACY ORDERABLE ITEM file) for the orderable item associated with this order. The Site Manager or Application Coordinator can change these fields.

- **"NATURE OF ORDER:"**
This is the method the provider used to communicate the order to the user who entered or took action on the order. Nature of Order is defined in CPRS. Written will be the default for new orders entered. When a new order is created due to an edit, the default will be Service Correction. The following table shows some Nature of Order examples.

Nature of Order	Description	Prompted for Signature in CPRS?	Chart Copy Printed?
Written	The source of the order is a written doctor's order	No	No
Verbal	A doctor verbally requested the order	Yes	Yes
Telephoned	A doctor telephoned the service to request the order	Yes	Yes
Service Correction	The service is discontinuing or adding new orders to carry out the intent of an order already received	No	No
Duplicate	This applies to orders that are discontinued because they are a duplicate of another order	No	Yes
Policy	These are orders that are created as a matter of hospital policy	No	Yes

The Nature of Order abbreviation will display on the order next to the Provider's Name. The abbreviations will be in lowercase and enclosed in brackets. Written will display as [w], telephoned as [p], verbal as [v], policy as [i], electronically entered as [e], and service correction as [s]. If the order is electronically signed through the CPRS package AND the CPRS patch OR*3*141 is installed on the user's system, then [es] will appear next to the Provider's Name instead of the Nature of Order abbreviation.

- **"Select CLINIC LOCATION:"**

This prompt is only displayed for Outpatient IV orders entered through the Inpatient Medications package. The user will enter the hospital location name when prompted.

Example: New Order Entry

```
Inpatient Order Entry         Feb 28, 2002@13:48:47        Page:    1 of    3
ABC,PATIENT                      Ward: 1 EAST
   PID: 123-45-9111      Room-Bed: B-12        Ht(cm):         (         )
   DOB: 08/18/20  (81)                         Wt(kg):         (         )
   Sex: MALE                                 Admitted: 05/03/00
    Dx: TESTING                       Last transferred: ********

 - - - - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - - -
   1     BACLOFEN TAB                            C  02/20  03/06  A
          Give: 10MG PO QD
          PATIENT SPITS OUT MEDICINE
   2     PREDNISONE TAB                          C  02/25  03/11  A
          Give: 5MG PO TU-TH-SA@09
   3     RESERPINE TAB                           C  02/20  03/06  A
          Give: 1MG PO QD
   4 d->FUROSEMIDE 1 MG                          O  02/11  02/11  E
        in 5% DEXTROSE 50 ML NOW
   5 d->FUROSEMIDE 10 MG                         O  02/11  02/11  E
        in 5% DEXTROSE 50 ML STAT
+         Enter ?? for more actions
PI  Patient Information              SO  Select Order
PU  Patient Record Update            NO  New Order Entry
Select Action: Next Screen// NO   New Order Entry

Select IV TYPE: p  PIGGYBACK.
Select ADDITIVE: MULTI
     1   MULTIVITAMIN INJ
     2   MULTIVITAMINS
CHOOSE 1-2: 2  MULTIVITAMINS

(The units of strength for this additive are in ML)
Strength: 2 ML
Select ADDITIVE: <Enter>
Select SOLUTION: 0.9
     1   0.9% SODIUM CHLORIDE          100 ML
     2   0.9% SODIUM CHLORIDE          50 ML
CHOOSE 1-2: 1  0.9% SODIUM CHLORIDE         100 ML
INFUSION RATE: 125   INFUSE OVER 125 MIN.
MED ROUTE: IV// <Enter>
SCHEDULE: QID
     1   QID      09-13-17-21
     2   QID AC   0600-1100-1630-2000
CHOOSE 1-2: 1       09-13-17-21
ADMINISTRATION TIMES: 09-13-17-21// <Enter>
REMARKS: <Enter>
OTHER PRINT INFO: <Enter>
START DATE/TIME: FEB 28,2002@13:56// <Enter>  (FEB 28, 2002@13:56)
STOP DATE/TIME: MAR 30,2002@24:00// <Enter>
PROVIDER: PROVIDER,PAULA//  <Enter>

-----------------------------------report continues-------------------------------------
```

After entering the data for the order, the system will prompt the nurse to confirm that the order is correct. The IV module contains an integrity checker to ensure the necessary fields are answered for each type of order. The nurse must edit the order to make corrections if all of these fields are not answered correctly. If the order contains no errors, but has a warning, the user will be allowed to proceed.

Example: New Order Entry (continued)

```
Orderable Item: MULTIVITAMINS INJ
Give: IV QID

754
[29]5432  1 EAST 02/28/02
ABC,PATIENT  B-12

MULTIVITAMINS 2 ML
0.9% SODIUM CHLORIDE 100 ML

INFUSE OVER 125 MIN.
QID
09-13-17-21
Fld by:_____Chkd by:_____
1[1]

Start date: FEB 28,2002 13:56  Stop date: MAR 30,2002 24:00


Is this O.K.:  YES//<Enter>     YES
NATURE OF ORDER: WRITTEN// <Enter>      W
...transcribing this non-verified order....
```

```
NON-VERIFIED IV              Feb 28, 2002@13:56:44       Page:   1 of   2
ABC,PATIENT                  Ward: 1 EAST
   PID: 123-45-9111          Room-Bed: B-12      Ht(cm):        (       )
   DOB: 08/18/20  (81)                           Wt(kg):        (       )
   Sex: MALE                                     Admitted: 05/03/00
    Dx: TESTING                      Last transferred: ********

*(1)   Additives:                              Type: PIGGYBACK
       MULTIVITAMINS 2 ML
 (2)   Solutions:
       0.9% SODIUM CHLORIDE 100 ML
                                          DURATION:
 (3)   Infusion Rate: INFUSE OVER 125 MIN.   (4)    Start: 02/28/02  13:56
*(5)      Med Route: IV                      (6)    Stop: 03/30/02  24:00
*(7)       Schedule: QID                         Last Fill: ********
 (8)   Admin Times: 09-13-17-21                  Quantity: 0
*(9)      Provider: PROVIDER,PAULA [w]       Cum. Doses:
*(10)Orderable Item: MULTIVITAMINS INJ
      Instructions:
 (11)   Other Print:

+        Enter ?? for more actions
DC   Discontinue        RN   (Renew)            VF   Verify
HD   (Hold)             OC   (On Call)                    FL   (Flag)
ED   Edit               AL   Activity Logs
Select Item(s): Next Screen// VF   Verify
```

Example: Selecting and Displaying an Order (continued)

```
ACTIVE UNIT DOSE            Mar 07, 2002@13:10:46        Page:   1 of   2
ABC,PATIENT                        Ward: 1 EAST
   PID: 123-45-9111           Room-Bed: B-12        Ht(cm):        (        )
   DOB: 08/18/20 (81)                               Wt(kg):        (        )

*(1)Orderable Item: ASPIRIN CAP,ORAL                               <DIN>
      Instructions:
*(2)Dosage Ordered: 325MG
                                              *(3)Start: 03/07/02  13:10
*(4)     Med Route: ORAL
BCMA ORDER LAST ACTION: 03/07/02 13:09 Given*     *(5) Stop: 03/08/02  24:00
 (6) Schedule Type: CONTINUOUS
*(8)      Schedule: QID
 (9)   Admin Times: 09-13-17-21
*(10)     Provider: INPATIENT-MEDS,PROVIDER [es]     DURATION:
 (11) Special Instructions:

 (12) Dispense Drug                             U/D       Inactive Date
      ASPIRIN BUFFERED 325MG TAB                 1
+        Enter ?? for more actions
DC  Discontinue         ED  Edit              AL  Activity Logs
HD  Hold                RN  Renew
FL  (Flag)              VF  (Verify)
Select Item(s): Next Screen//
```

The list area displays detailed order information and allows actions to be taken on the selected order. A number displayed to the left of the field name identifies fields that may be edited. If a field, marked with an asterisk (*) next to its number, is edited, it will cause this order to be discontinued and a new one created. If a pending order is selected, the system will determine any default values for fields not entered through CPRS and display them along with the data entered by the provider.

The BCMA ORDER LAST ACTION field will only display when an action has been performed through BCMA on this order. This information includes the date and time of the action and the BCMA action status. If an asterisk (*) appears after the BCMA status, this indicates an action was taken on the prior order that is linked to this order.

Actions, displayed in the Action Area, enclosed in parenthesis are not available to the user. In the example above, the action Verify is not available to the user since it was previously verified.

Only users with the appropriate keys will be allowed to take any available actions on the Unit Dose or IV order.

4.5. Order Actions

The Order Actions are the actions available in the Action Area of the List Manager Screen. These actions pertain to the patient's orders and include editing, discontinuing, verifying, etc.

4.5.1. Discontinue

When an order is discontinued, the order's Stop Date/Time is changed to the date/time the action is taken. An entry is placed in the order's Activity Log recording who discontinued the order and when the action was taken. Pending and Non-verified orders are deleted when discontinued and will no longer appear on the patient's profile.

Note: Any orders placed through the Med Order Button cannot be discontinued.

Example: Discontinue an Order

```
ACTIVE IV                     Mar 20, 2001@16:37:49        Page:    1 of    1
ABC,PATIENT                            Ward: 1 EAST
   PID: 123-45-9111           Room-Bed: B-12        Ht(cm):         (          )
   DOB: 08/18/20 (80)                               Wt(kg):         (          )

*(1) Additives:               Order number: 65         Type: ADMIXTURE    <DIN>
       ACETAMINOPHEN 100 MEQ
*(2) Solutions:
       0.9% SODIUM CHLORIDE 100 ML
                                                  DURATION:
*(3)  Infusion Rate: 100 ml/hr              *(4)    Start: 03/19/01  11:30
*(5)      Med Route: IV                     *(6)     Stop: 03/26/01  24:00
*(7)      Schedule:                              Last Fill: 03/19/01  14:57
 (8)    Admin Times:                             Quantity: 2
*(9)       Provider: INPATIENT-MEDS,PROVIDER [w]  Cum. Doses: 43
 (10)   Other Print:

 (11)   Remarks :
       Entry By: INPATIENT-MEDS,PHARMACIST       Entry Date: 03/19/01  11:30
           Enter ?? for more actions
DC   Discontinue          RN   Renew              FL   (Flag)
HD   Hold                 OC   On Call
ED   Edit                 AL   Activity Logs
Select Item(s): Quit// DC   Discontinue
NATURE OF ORDER: WRITTEN//  <Enter>      W
Requesting PROVIDER: INPATIENT-MEDS,PROVIDER//  <Enter>          PROV
REASON FOR ACTIVITY: TESTING
```

```
DISCONTINUED IV               Mar 20, 2001@16:38:28        Page:    1 of    1
ABC,PATIENT                            Ward: 1 EAST
   PID: 123-45-9111           Room-Bed: B-12        Ht(cm):         (          )
   DOB: 08/18/20 (80)                               Wt(kg):         (          )

*(1) Additives:               Order number: 65         Type: ADMIXTURE    <DIN>
       ACETAMINOPHEN 100 MEQ
*(2) Solutions:
       0.9% SODIUM CHLORIDE 100 ML
                                                  DURATION:
*(3)  Infusion Rate: 100 ml/hr              *(4)    Start: 03/19/01  11:30
*(5)      Med Route: IV                     *(6)     Stop: 03/20/01  16:38
*(7)      Schedule:                              Last Fill: 03/19/01  14:57
 (8)    Admin Times:                             Quantity: 2
*(9)       Provider: INPATIENT-MEDS,PROVIDER [w]  Cum. Doses: 43
 (10)   Other Print:

 (11)   Remarks :
       Entry By: INPATIENT-MEDS,PHARMACIST       Entry Date: 03/19/01  11:30
           Enter ?? for more actions
DC   (Discontinue)        RN   (Renew)            FL   (Flag)
HD   (Hold)               OC   (On Call)
ED   (Edit)               AL   Activity Logs
Select Item(s): Quit// <Enter>    QUIT
```

4.5.2. Edit

This action allows modification of any field shown on the order view that is preceded by a number in parenthesis (#).

Example: Edit an Order

```
ACTIVE UNIT DOSE              Sep 13, 2000 15:20:42       Page:   1 of   2
ABC,PATIENT                       Ward: 1 EAST
  PID: 123-45-9111            Room-Bed: B-12       Ht(cm):          (          )
  DOB: 08/18/20 (80)                               Wt(kg): _____  (_____)

 *(1)Orderable Item: AMPICILLIN CAP INJ
      Instructions:
 *(2)Dosage Ordered: 250MG
                                           *(3)Start: 09/07/00  15:00
 *(4)     Med Route: ORAL
                                           *(5) Stop: 09/21/00  24:00
  (6) Schedule Type: CONTINUOUS
 *(8)      Schedule: QID
  (9)   Admin Times: 01-09-15-20
*(10)       Provider: INPATIENT-MEDS,PROVIDER [es]    DURATION:
 (11) Special Instructions:

 (12) Dispense Drug                          U/D        Inactive Date
      AMPICILLIN 500MG CAP                    1
+        Enter ?? for more actions
DC  Discontinue        ED  Edit              AL  Activity Logs
HD  Hold               RN  Renew
FL  (Flag)             VF  Verify
Select Item(s): Next Screen//
```

If a field marked with an asterisk (*) to the left of the number is changed, the original order will be discontinued, and a new order containing the edited data will be created. The Stop Date/Time of the original order will be changed to the date/time the new edit order is accepted. The old and new orders are linked and may be viewed using the History Log function. When the screen is refreshed, the field(s) that was changed will now be shown in **blinking reverse video** and "This change will cause a new order to be created" will be displayed in the message window.

```
NON-VERIFIED UNIT DOSE        Sep 13, 2000 15:26:46       Page:   1 of   2
ABC,PATIENT                       Ward: 1 EAST
  PID: 123-45-9111            Room-Bed: B-12       Ht(cm): _____  (_____)
  DOB: 08/18/20 (80)                               Wt(kg): _____  (_____)

 *(1)Orderable Item: AMPICILLIN CAP INJ
      Instructions:
 *(2)Dosage Ordered: 250MG
                                           *(3)Start: 09/13/00  20:00
 *(4)     Med Route: ORAL
                                           *(5) Stop: 09/27/00  24:00
  (6) Schedule Type: CONTINUOUS
 *(8)      Schedule: QID
  (9)   Admin Times: 01-09-15-20
*(10)       Provider: INPATIENT-MEDS,PHARMACIST      DURATION:
 (11) Special Instructions:

 (12) Dispense Drug                          U/D        Inactive Date
      AMPICILLIN 500MG CAP                    1

+        This change will cause a new order to be created.
ED  Edit                          AC  ACCEPT
Select Item(s): Next Screen//
```

If the ORDERABLE ITEM or DOSAGE ORDERED fields are edited, the Dispense Drug data will not be transferred to the new order. If the Orderable Item is changed, data in the DOSAGE ORDERED field will not be transferred. New Start Date/Time, Stop Date/Time, Login Date/Time, and Entry Code will be determined for the new order. Changes to other fields (those without the asterisk) will be recorded in the order's activity log.

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as "*N/F*" beside the Dispense Drug or Orderable Item.

4.5.3. Verify

Orders must be accepted and verified before they can become active and are included on the pick list, BCMA Virtual Due List (VDL), etc. If AUTO-VERIFY is enabled for the nurse, new orders immediately become active after entry or finish (pending orders entered through CPRS). Orders verified by nursing prior to pharmacy verification are displayed on the profile under the active header marked with an arrow (**->**) to the right of the order number. When verify is selected and when the order has not been verified by the pharmacist, the nurse must enter any missing data and correct any invalid data before the verification is accepted.

Note: The ALLOW AUTO-VERIFY FOR USER field in the INPATIENT USER PARAMETERS file controls AUTO-VERIFY.

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as "*N/F*" beside the Dispense Drug or Orderable Item.

Example: Verify an Order

```
NON-VERIFIED UNIT DOSE        Sep 07, 2000 13:57:03        Page:    1 of    2
ABC,PATIENT                         Ward: 1 EAST
   PID: 123-45-9111        Room-Bed: B-12        Ht(cm):          (          )
   DOB: 08/18/20 (80)                            Wt(kg):          (          )


 *(1)Orderable Item: PROPRANOLOL TAB
       Instructions:
 *(2)Dosage Ordered:
                                              (3)Start: 09/07/00  17:00
 *(4)     Med Route: ORAL
                                              (5) Stop: 09/21/00  24:00
  (6) Schedule Type: CONTINUOUS
 *(8)      Schedule: QD
  (9)   Admin Times: 17
*(10)      Provider: INPATIENT-MEDS,PROVIDER [es]    DURATION:
 (11) Special Instructions:

 (12) Dispense Drug                              U/D        Inactive Date
      PROPRANOLOL 10MG U/D                        1
+        Enter ?? for more actions
DC  Discontinue         ED  Edit            AL  Activity Logs
HD  (Hold)              RN  (Renew)
FL  (Flag)             VF  Verify
Select Item(s): Next Screen// VF
...a few moments, please.....


Pre-Exchange DOSES:
ORDER VERIFIED.
Enter RETURN to continue or '^' to exit:
```

4.5.4. Hold

Only active orders may be placed on hold. Orders placed on hold will continue to show under the ACTIVE heading on the profiles until removed from hold. Any orders placed on hold through the pharmacy options cannot be released from hold using any of the CPRS options. An entry is placed in the order's Activity Log recording the user who placed/removed the order from hold and when the action was taken.

Example: Place an Order on Hold

```
ACTIVE UNIT DOSE              Feb 25, 2001@21:25:50      Page:   1 of   2
ABC,PATIENT                        Ward: 1 EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm):          (         )
   DOB: 08/18/20 (80)                              Wt(kg):          (         )

*(1)Orderable Item: ASPIRIN TAB                                   <DIN>
        Instructions:
 *(2)Dosage Ordered: 650MG
                                          *(3)Start: 02/26/01  14:40
 *(4)     Med Route: ORAL
                                          *(5) Stop: 02/28/01  24:00
  (6) Schedule Type: CONTINUOUS
 *(8)       Schedule: QD
  (9)   Admin Times: 1440
*(10)       Provider: INPATIENT-MEDS,PROVIDER [es]    DURATION:
 (11) Special Instructions:

 (12) Dispense Drug                           U/D        Inactive Date
       ASPIRIN BUFFERED 325MG TAB             2
+        Enter ?? for more actions
DC  Discontinue        ED  Edit              AL  Activity Logs
HD  Hold               RN  Renew
FL  (Flag)             VF  (Verify)
Select Item(s): Next Screen// HD   Hold

Do you wish to place this order 'ON HOLD'? Yes//  <Enter> (Yes)
NATURE OF ORDER: WRITTEN//  <Enter>       W...
COMMENTS:
  1>TESTING
  2>
EDIT Option: .  <Enter>
Enter RETURN to continue or '^' to exit: <Enter>


----------------------------------------report continues----------------------------------------
```

Example: Place an Order on Hold (continued)

```
HOLD UNIT DOSE              Feb 25, 2001@21:27:57      Page:   1 of   2
ABC,PATIENT                      Ward: 1 EAST
   PID: 123-45-9111          Room-Bed: B-12       Ht(cm):        (        )
   DOB: 08/18/20 (80)                             Wt(kg):        (        )

 *(1)Orderable Item: ASPIRIN TAB                                   <DIN>
      Instructions:
 *(2)Dosage Ordered: 650MG
                                            *(3)Start: 02/26/01  14:40
 *(4)     Med Route: ORAL
                                            *(5) Stop: 02/28/01  24:00
  (6) Schedule Type: CONTINUOUS
 *(8)       Schedule: QD
  (9)    Admin Times: 1440
*(10)       Provider: INPATIENT-MEDS,PROVIDER [es]    DURATION:
 (11) Special Instructions:

 (12) Dispense Drug                          U/D       Inactive Date
      ASPIRIN BUFFERED 325MG TAB             2
+       Enter ?? for more actions
DC  Discontinue         ED  (Edit)              AL  Activity Logs
HD  Hold                RN  (Renew)
FL  (Flag)              VF  (Verify)
Select Item(s): Next Screen//  <Enter>
```

```
HOLD UNIT DOSE              Feb 25, 2001@21:28:20      Page:   2 of   2
ABC,PATIENT                      Ward: 1 EAST
   PID: 123-45-9111          Room-Bed: B-12       Ht(cm):        (        )
   DOB: 08/18/20 (80)                             Wt(kg): _____ (_____)
+
(7)Self Med: NO

Entry By: INPATIENT-MEDS,PHARMACIST          Entry Date: 02/25/01  21:25

(13) Comments:
 TESTING




        Enter ?? for more actions
DC  Discontinue         ED  (Edit)              AL  Activity Logs
HD  Hold                RN  (Renew)
FL  (Flag)              VF  (Verify)
Select Item(s): Quit//  <Enter>
```

```
Unit Dose Order Entry       Feb 25, 2001@21:30:15      Page:   1 of   1
ABC,PATIENT                      Ward: 1 EAST
   PID: 123-45-9111          Room-Bed: B-12       Ht(cm):        (        )
   DOB: 08/18/20 (80)                             Wt(kg):        (        )
   Sex: MALE                                  Admitted: 05/03/00
   Dx: TESTING                         Last transferred: ********

- - - - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - - -
  1   ASPIRIN TAB                       C  02/26  02/28  H
        Give: 650MG ORAL QD




        Enter ?? for more actions
PI  Patient Information              SO  Select Order
PU  Patient Record Update            NO  New Order Entry
Select Action: Quit//
```

4.5.6. Activity Log

This action allows viewing of a long or short activity log, dispense log, or a history log of the order. A short activity log only shows actions taken on orders and does not include field changes. The long activity log shows actions taken on orders and does include the requested start and stop date/time values. If a history log is selected, it will find the first order, linked to the order where the history log was invoked. Then the log will display an order view of each order associated with it, in the order that they were created. When a dispense log is selected, it shows the dispensing information for the order.

Example: Activity Log

```
ACTIVE UNIT DOSE              Sep 21, 2000 12:44:25      Page:   1 of   2
ABC,PATIENT                       Ward: 1 EAST
   PID: 123-45-9111           Room-Bed: B-12       Ht(cm):       (        )
   DOB: 08/18/20 (80)                              Wt(kg): _____ (_____)

 *(1)Orderable Item: AMPICILLIN CAP INJ
       Instructions:
 *(2)Dosage Ordered: 250MG
                                             *(3)Start: 09/07/00  15:00
 *(4)     Med Route: ORAL
                                             *(5) Stop: 09/21/00  24:00
  (6) Schedule Type: CONTINUOUS
 *(8)      Schedule: QID
  (9)   Admin Times: 01-09-15-20
*(10)      Provider: INPATIENT-MEDS,PROVIDER [es]    DURATION:
 (11) Special Instructions:

 (12) Dispense Drug                              U/D        Inactive Date
       AMPICILLIN 500MG CAP                       1
+       Enter ?? for more actions
DC  Discontinue        ED  Edit              AL  Activity Logs
HD  Hold               RN  Renew
FL  (Flag)             VF  Verify
Select Item(s): Next Screen// AL   Activity Logs


   1 - Short Activity Log
   2 - Long Activity Log
   3 - Dispense Log
   4 - History Log

Select LOG to display: 2  Long Activity Log
    Date: 09/07/00  14:07     User: INPATIENT-MEDS,PHARMACIST
Activity: ORDER VERIFIED BY PHARMACIST

    Date: 09/07/00  14:07     User: INPATIENT-MEDS,PHARMACIST
Activity: ORDER VERIFIED
   Field: Requested Start Date
Old Data: 09/07/00  09:00

    Date: 09/07/00  14:07     User: INPATIENT-MEDS,PHARMACIST
Activity: ORDER VERIFIED
   Field: Requested Stop Date
Old Data: 09/07/00  24:00

Enter RETURN to continue or '^' to exit:
```

4.5.7. Finish

⊶ Nurses who hold the PSJ RNFINISH key will have the ability to finish and verify Unit Dose orders placed through CPRS.

⊶ Nurses who hold the PSJI RNFINISH key will have the ability to finish and verify IV orders placed through CPRS.

When an order is placed or renewed by a provider through CPRS, the nurse or pharmacist needs to finish and/or verify this order. The same procedures are followed to finish the renewed order as to finish a new order with the following exceptions:

> The PENDING RENEWAL orders may be speed finished from within the Unit Dose *Order Entry* option. The user may enter an **SF**, for speed finish, at the "Select ACTION:" prompt and then select the pending renewals to be finished. At this time, prompts are issued for the start date/time and stop date/time. These values are used as the start and stop dates and times for the pending renewals selected. All other fields will retain the values from the renewed order.

Example: Finish an Order Without a Duration

```
PENDING IV (ROUTINE)            Sep 07, 2000 16:11:42        Page:   1 of   2
ABC,PATIENT                          Ward: 1 EAST
   PID: 123-45-9111             Room-Bed: B-12       Ht(cm):         (        )
   DOB: 08/18/20 (80)                                Wt(kg): _____  (_____)

 (1)   Additives:                                   Type:
 (2)   Solutions:
                                                DURATION:
 (3)   Infusion Rate:                    (4)     Start: ********
                                        REQUESTED START: 09/07/00  09:00
*(5)       Med Route: IVPB               (6)      Stop: ********
*(7)        Schedule: QID                     Last Fill: ********
 (8)     Admin Times: 01-09-15-20              Quantity: 0
*(9)        Provider: INPATIENT-MEDS,PROVIDER [es] Cum. Doses:
*(10)Orderable Item: AMPICILLIN INJ
      Instructions:
 (11)   Other Print:
  Provider Comments: THIS IS AN INPATIENT IV EXAMPLE.
+         Enter ?? for more actions
DC   Discontinue           FL   (Flag)
ED   Edit                  FN   Finish
Select Item(s): Next Screen// FN   Finish
COMPLETE THIS ORDER AS IV OR UNIT DOSE? IV// IV
Copy the Provider Comments into Other Print Info? Yes//   YES
IV TYPE: PB
CHOOSE FROM:
            A     ADMIXTURE
            C     CHEMOTHERAPY
            H     HYPERAL
            P     PIGGYBACK
            S     SYRINGE
Enter a code from the list above.

----------------------------------------report continues----------------------------------------
```

Example: Finish an Order Without a Duration (continued)

```
     Select one of the following:
         A          ADMIXTURE
         C          CHEMOTHERAPY
         H          HYPERAL
         P          PIGGYBACK
         S          SYRINGE

IV TYPE: PIGGYBACK
              **AUTO STOP 7D**

This patient is already receiving an order for the following drug in the same
class as AMPICILLIN INJ 2GM:

         AMPICILLIN CAP INJ                      C  09/07  09/21  A
         Give: 250MG PO QID

Do you wish to continue entering this order? NO// Y
Select ADDITIVE: AMPICILLIN//  <Enter>
ADDITIVE: AMPICILLIN//  <Enter>
Restriction/Guideline(s) exist.  Display? :  (N/D): No// D

Dispense Drug Text:

     Refer to PBM/MAP PUD treatment guidelines
     RESTRICTED TO NEUROLOGY
(The units of strength for this additive are in GM)
Strength: 1 GM
Select ADDITIVE: <Enter>
Select SOLUTION: 0.9
     1   0.9% NACL             500 ML

     2   0.9% NACL             100 ML

     3   0.9% NACL             50 ML

     4   0.9% NaCl             250 ML
             BT
CHOOSE 1-4: 2  0.9% NACL          100 ML
INFUSION RATE:  <Enter>
```

---------------------------------------**report continues**---------------------------------------

Note: When the CPRS patch, OR*3*141, is installed on the user's system <u>AND</u> the order is electronically signed through the CPRS package, the electronically signed abbreviation, [es] in brackets, will appear next to the Provider's Name on the order.

Example: Finish an Order Without a Duration (continued)

```
PENDING IV (ROUTINE)          Sep 07, 2000 16:23:46        Page:   1 of   2
ABC,PATIENT                    Ward: 1 EAST
   PID: 123-45-9111         Room-Bed: B-12        Ht(cm):         (         )
   DOB: 08/18/20 (80)                             Wt(kg):         (         )

 (1)   Additives:                              Type: PIGGYBACK    <DIN>
       AMPICILLIN 1 GM
 (2)   Solutions:
       0.9% NACL 100 ML
                                              DURATION:
 (3)   Infusion Rate:                (4)    Start: 09/07/00  15:00
                                    REQUESTED START: 09/07/00  09:00
*(5)      Med Route: IVPB           (6)     Stop: 09/14/00  16:54
*(7)       Schedule: QID            Last Fill: ********
 (8)    Admin Times: 01-09-15-20       Quantity: 0
*(9)       Provider: INPATIENT-MEDS,PROVIDER [es] Cum. Doses:
*(10)Orderable Item: AMPICILLIN INJ
     Instructions:
 (11)   Other Print: THIS IS AN INPATIENT IV EXAMPLE.
+         Enter ?? for more actions
AC   Accept              ED   Edit
Select Item(s): Next Screen// AC
```

```
Orderable Item: AMPICILLIN INJ
Give: IVPB QID

9111  1 EAST  09/07/00
ABC,PATIENT  B-12

AMPICILLIN 1 GM
0.9% NACL 100 ML

Dose due at:

THIS IS AN INPATIENT IV EXAMPLE
QID
01-09-15-20
M2***
Fld by:      Chkd by:
1[1]

Start date: SEP 7,2000 15:00   Stop date: SEP 14,2000 16:54

Is this O.K.? YES//  <Enter>
```

The Requested Start date/time value is added to the order view to indicate the date/time requested by the provider to start the order. This date/time is the CPRS Expected First Dose when no duration is received from CPRS.

Example: Finish an Order With a Duration

```
PENDING IV (ROUTINE)         Sep 07, 2000 16:11:42      Page:   1 of   2
ABC,PATIENT                      Ward: 1 EAST
   PID: 123-45-9111           Room-Bed: B-12      Ht(cm):        (          )
   DOB: 08/18/20 (80)                             Wt(kg):        (          )

 (1)   Additives:                                 Type:
 (2)   Solutions:
                                                  DURATION: 10 DAYS
 (3)   Infusion Rate:                  (4)     Start: ********
*(5)      Med Route: IVPB              (6)      Stop: ********
*(7)       Schedule: QID                    Last Fill: ********
 (8)    Admin Times: 01-09-15-20             Quantity: 0
*(9)       Provider: INPATIENT-MEDS,PROVIDER [es] Cum. Doses:
*(10)Orderable Item: AMPICILLIN INJ
      Instructions:
 (11)   Other Print:
  Provider Comments: THIS IS AN INPATIENT IV EXAMPLE.
+       Enter ?? for more actions
DC   Discontinue        FL   (Flag)
ED   Edit               FN   Finish
Select Item(s): Next Screen// FN   Finish
COMPLETE THIS ORDER AS IV OR UNIT DOSE? IV// IV
Copy the Provider Comments into Other Print Info? Yes//   YES
IV TYPE: PB
CHOOSE FROM:
            A    ADMIXTURE
            C    CHEMOTHERAPY
            H    HYPERAL
            P    PIGGYBACK
            S    SYRINGE
Enter a code from the list above.

    Select one of the following:
        A        ADMIXTURE
        C        CHEMOTHERAPY
        H        HYPERAL
        P        PIGGYBACK
        S        SYRINGE

IV TYPE: PIGGYBACK
            **AUTO STOP 7D**

This patient is already receiving an order for the following drug in the same
class as AMPICILLIN INJ 2GM:

     AMPICILLIN CAP INJ                     C  09/07  09/21  A
     Give: 250MG PO QID

Do you wish to continue entering this order? NO// Y
Select ADDITIVE: AMPICILLIN//  <Enter>
ADDITIVE: AMPICILLIN//  <Enter>
Restriction/Guideline(s) exist.  Display? :  (N/D): No// D

Dispense Drug Text:

    Refer to PBM/MAP PUD treatment guidelines
    RESTRICTED TO NEUROLOGY
(The units of strength for this additive are in GM)
Strength: 1 GM
Select ADDITIVE: <Enter>
```

--**report continues**--

Example: Finish an Order With a Duration (continued)

```
Select SOLUTION: 0.9
     1   0.9% NACL            500 ML

     2   0.9% NACL            100 ML

     3   0.9% NACL            50 ML

     4   0.9% NaCl            250 ML
               BT
CHOOSE 1-4: 2   0.9% NACL         100 ML
INFUSION RATE:   <Enter>
```

```
PENDING IV (ROUTINE)          Sep 07, 2000 16:23:46        Page:    1 of    2
ABC,PATIENT                       Ward: 1 EAST
    PID: 123-45-9111          Room-Bed: B-12        Ht(cm):         (        )
    DOB: 08/18/20 (80)                              Wt(kg): _____  (_____)

 (1)    Additives:                            Type: PIGGYBACK    <DIN>
        AMPICILLIN 1 GM
 (2)    Solutions:
        0.9% NACL 100 ML
                                              DURATION: 10 DAYS
 (3)    Infusion Rate:             (4)      Start: 09/07/00  09:00
                                        Calc Start: 09/07/00  08:13
*(5)      Med Route: IVPB          (6)       Stop: 09/17/00  09:00
                                         Calc Stop: 09/22/00  24:00
*(7)       Schedule: QID                  Last Fill: ********
 (8)    Admin Times: 01-09-15-20           Quantity: 0
*(9)       Provider: INPATIENT-MEDS,PROVIDER [es] Cum. Doses:
*(10)Orderable Item: AMPICILLIN INJ
      Instructions:
 (11)   Other Print: THIS IS AN INPATIENT IV EXAMPLE.
+        Enter ?? for more actions
AC   Accept                 ED   Edit
Select Item(s): Next Screen// AC
```

------------------------------------**report continues**--------------------------------------

Note: When the CPRS patch, OR*3*141, is installed on the user's system <u>AND</u> the order is electronically signed through the CPRS package, the electronically signed abbreviation, [es] in brackets, will appear next to the Provider's Name on the order.

Example: Finish an Order With a Duration (continued)

```
Orderable Item: AMPICILLIN INJ
Give: IVPB QID

9111  1 EAST  09/07/00
ABC,PATIENT  B-12

AMPICILLIN 1 GM
0.9% NACL 100 ML

Dose due at:

THIS IS AN INPATIENT IV EXAMPLE
QID
01-09-15-20
M2***
Fld by:      Chkd by:
1[1]

Start date: SEP 7,2000 09:00   Stop date: SEP 17,2000 09:00

Is this O.K.? YES//  <Enter>
```

The calculated Start Date/Time (Calc Start) and the Stop Date/Time (Calc Stop) will display according to how the following Inpatient Ward Parameters settings are configured:

> DAYS UNTIL STOP DATE/TIME:
> DAYS UNTIL STOP FOR ONE-TIME:
> SAME STOP DATE ON ALL ORDERS:
> TIME OF DAY THAT ORDERS STOP:
> DEFAULT START DATE CALCULATION:

The CPRS Expected First Dose will display as the default Start Date/Time when a duration is received from CPRS.

The default Stop Date/Time is derived from the CPRS Expected First Dose and the duration, when the duration is available from CPRS.

Note: When an order is placed through CPRS prior to the next administration time of the schedule for the order, the Expected First Dose will be today at the next administration time. However, if the order is placed after the last administration time of the schedule for the order, the Expected First Dose will be the next administration time. This Expected First Dose date/time is seen through CPRS and is always based on the logic of using "next administration time", regardless of what the site has set for the ward parameter. The Expected First Dose displayed in CPRS displays as Requested Start Date/Time on the order view if no duration is received from CPRS. The Expected First Dose displays as the default Start Date/Time on the order view when a duration is received.

<This page is intentionally left blank.>

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as "*N/F*" beside the Dispense Drug or Orderable Item.

A prompt is added to the finishing process, "COMPLETE THIS ORDER AS IV OR UNIT DOSE?" to determine if the user should complete the order as either an IV or Unit Dose order. The prompt will be displayed only if the user selected the *Inpatient Order Entry* option to finish the order. Also, the prompt will appear only if the correct combination of the entry in the IV FLAG in the MEDICATION ROUTES file and the entry in the APPLICATION PACKAGES' USE field in the DRUG file for the order's Dispense Drug are found. The following table will help explain the different scenarios:

IV FLAG in the MEDICATION ROUTES file	Dispense Drug's Application Use	Which Order View screen will be displayed to the user	Special Processing
IV	IV	IV	None
IV	Unit Dose	Unit Dose	Prompt user to finish order as IV or Unit Dose
IV	IV and Unit Dose	IV	Prompt user to finish order as IV or Unit Dose
Non-IV	IV	IV	Prompt user to finish order as IV or Unit Dose
Non-IV	Unit Dose	Unit Dose	None
Non-IV	IV and Unit Dose	Unit Dose	Prompt user to finish order as IV or Unit Dose

4.5.8. Flag

This option is only available to those users who hold the PSJ RPHARM key.

The flag action is available to alert the users that the order is incomplete or needs clarification. Flagging is applied to any orders that need more information or corrections from the clinician. When the user flags the order, an alert is sent to the specified user defining the information that is needed to process the medication order. The specified user can send a return alert with the needed information. The Activity Log will record the flagging activities including acknowledgement that the alert was viewed. The flag action can be performed in either CPRS or in Inpatient Medications.

When a flagged order appears on the order view, the order number on the right hand side will be highlighted using reverse video. The nurse, or any user without the PSJ RPHARM key, does not have the ability to flag or un-flag orders; however, they can view the flagged or un-flagged comments via the Activity Log.

Example: Flagged Order

```
Unit Dose Order Entry        Aug 22, 2002@07:44:06        Page:    1 of    1
GEORGIA,PAUL                      Ward: 1 EAST
   PID: 444-11-2222          Room-Bed: B-5          Ht(cm):          (          )
   DOB: 02/14/54 (48)                               Wt(kg):          (          )
   Sex: MALE                                      Admitted: 03/26/99
    Dx: Sick                                Last transferred: ********

 - - - - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - - - -
    1    DOXEPIN CAP,ORAL                           C  08/09  11/05  A
           Give: 200MG PO Q8H
    2    WARFARIN TAB                               C  08/07  11/05  A
           Give: 4MG PO TU-TH@2000
    3    WARFARIN TAB                               C  08/14  11/05  A
           Give: 7MG PO QPM



         Enter ?? for more actions
PI  Patient Information              SO  Select Order
PU  Patient Record Update           NO  New Order Entry
Select Action: Quit//
```

4.5.9. Speed Actions

From the list of orders in the patient's profile, the nurse can select one or more of the orders on which to take action. The nurse can quickly discontinue this patient's orders by selecting Speed Discontinue, or quickly renewing an order by selecting Speed Renew. Other "quick" selections include Speed Finish and Speed Verify.

Note: Any orders placed through the Med Order Button cannot be Speed Discontinued.

4.6. Discontinue All of a Patient's Orders
[PSJU CA]

The *Discontinue All of a Patient's Orders* option allows a nurse to discontinue all of a patient's orders. Also, it allows a ward clerk to mark all of a patient's orders for discontinuation. If the ALLOW USER TO D/C ORDERS parameter is turned on to take action on active orders, then the ward clerk will also be able to discontinue orders. This ALLOW USER TO D/C ORDERS parameter is set using the *Inpatient User Parameter's Edit* option under the *PARameter's Edit Menu* option, which is under the *Supervisor's Menu* option.

This option is then used to discontinue the selected orders. If a non-verified or pending order is discontinued, it is deleted completely from the system.

Example: Inpatient Profile

```
Select Unit Dose Medications Option: IPF  Inpatient Profile

You are signed on under the BIRMINGHAM ISC IV ROOM

Current IV LABEL device is: NT TELNET TERMINAL

Current IV REPORT device is: NT TELNET TERMINAL


Select by WARD GROUP (G), WARD (W), or PATIENT (P): Patient

Select PATIENT: ABC,PATIENT          123-45-9111   08/18/20   1 EAST

Select another PATIENT: <Enter>

SHORT, LONG, or NO Profile?  SHORT// <Enter>  SHORT

Show PROFILE only, EXPANDED VIEWS only, or BOTH: PROFILE// BOTH

Show SHORT, LONG, or NO activity log?  NO// SHORT

Select PRINT DEVICE: 0;80  NT/Cache virtual TELNET terminal
```

```
          I N P A T I E N T   M E D I C A T I O N S     09/21/00  12:33
                    WHOEVER YOU WANT IT TO BE HEALTHCARE SYSTEM
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
 ABC,PATIENT                        Ward: 1 EAST
   PID: 123-45-9111     Room-Bed: B-12            Ht(cm): _____  (_____)
   DOB: 08/18/20  (80)                            Wt(kg): _____  (_____)
   Sex: MALE                              Admitted: 05/03/00
    Dx: TESTING
 Allergies: No Allergy Assessment
       ADR:
- - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - - - -
  1  -> AMPICILLIN CAP INJ                  C  09/07  09/21  A
         Give: 250MG PO QID
- - - - - - - - - - - - - N O N - V E R I F I E D - - - - - - - - - - - - -
  2     DOXEPIN CAP,ORAL                    ?  *****  *****  N
         Give: 11CC PO Q24H
- - - - - - - - - - - - - - P E N D I N G - - - - - - - - - - - - - - - - -
  3     MULTIVITAMINS INJ                   ?  *****  *****  P
         Give: Doctor's order.

- - - - - - - - - - - - - - N O N - A C T I V E - - - - - - - - - - - - - -
  4     AMPICILLIN 1 GM                     C  09/07  09/14  E
         in 0.9% NACL 100 ML QID
-------------------------------------------------------------------

----------------------------------report continues----------------------------------------
```

Example: Inpatient Profile (continued)

```
Patient: ABC,PATIENT                         Status: ACTIVE
Orderable Item: AMPICILLIN CAP INJ
  Instructions:
Dosage Ordered: 250MG
                                      Start: 09/07/00  15:00
    Med Route: ORAL (PO)              Stop: 09/21/00  24:00
 Schedule Type: CONTINUOUS        DURATION:
     Schedule: QID
  Admin Times: 01-09-15-20
     Provider: INPATIENT-MEDS,PROVIDER [es]
                                      Units   Units   Inactive
 Dispense Drugs                   U/D  Disp'd  Ret'd   Date

 AMPICILLIN 500MG CAP              1     0       0

ORDER NOT VERIFIED
Entry By: INPATIENT-MEDS,PROVIDER           Entry Date: 09/07/00  13:37
Enter RETURN to continue or '^' to exit:

   Date: 09/07/00  14:07    User: INPATIENT-MEDS,PHARMACIST
Activity: ORDER VERIFIED BY PHARMACIST
----------------------------------------------------------------------
Patient: ABC,PATIENT                         Status: NON-VERIFIED
Orderable Item: DOXEPIN CAP,ORAL
  Instructions:
Dosage Ordered: 11CC
                                      Start: 09/20/00  09:00
    Med Route: ORAL (PO)              Stop: 10/04/00  24:00
 Schedule Type: NOT FOUND         DURATION:
     Schedule: Q24H
  (No Admin Times)
     Provider: INPATIENT-MEDS,PROVIDER [es]
Special Instructions: special for DOXEPIN
                                      Units   Units   Inactive
 Dispense Drugs                   U/D  Disp'd  Ret'd   Date

 DOXEPIN 100MG U/D                 1     0       0
 DOXEPIN 25MG U/D                  1     0       0

ORDER NOT VERIFIED
Entry By: INPATIENT-MEDS,PROVIDER                    Entry Date: 09/19/00
09:55
Enter RETURN to continue or '^' to exit:
----------------------------------------------------------------------
Patient: ABC,PATIENT                         Status: PENDING
Orderable Item: MULTIVITAMINS INJ
  Instructions: Doctor's order.
Dosage Ordered:
                                         Start: ********
    Med Route: IV PIGGYBACK (IVPB)        Stop: ********
 Schedule Type: NOT FOUND         DURATION:
     Schedule: QID
  (No Admin Times)
     Provider: INPATIENT-MEDS,PROVIDER [es]
                                      Units   Units   Inactive
 Dispense Drugs                   U/D  Disp'd  Ret'd   Date


Provider Comments:
THIS IS AN INPATIENT IV EXAMPLE.

ORDER NOT VERIFIED
Self Med: NO
Entry By: INPATIENT-MEDS,PROVIDER           Entry Date: 09/07/00  14:12
```

5. Maintenance Options

All of these maintenance options are located on the *Unit Dose Medications* menu.

5.1. Edit Inpatient User Parameters
[PSJ UEUP]

The *Edit Inpatient User Parameters* option allows users to edit various Inpatient User parameters. The prompts that will be encountered are as follows:

- "PRINT PROFILE IN ORDER ENTRY:"

  Enter **YES** for the opportunity to print a profile after entering Unit Dose orders for a patient.

- "INPATIENT PROFILE ORDER SORT:"

  This is the sort order in which the Inpatient Profile will show inpatient orders. The options will be sorted either by medication or by start date of order. Entering the words "**Medication Name**" (or the number **0**) will show the orders within schedule type (continuous, one-time, and then PRN) and then alphabetically by drug name. Entering the words "**Start Date of Order**" (or the number **1**) will show the order chronologically by start date, with the most recent dates showing first and then by schedule type (continuous, one-time, and then PRN).

   Note: The Profile first shows orders by status (active, non-verified, and then non-active).

- "LABEL PRINTER:"

  Enter the device on which labels are to be printed.

- "USE WARD LABEL SETTINGS:"

  Enter **YES** to have the labels print on the printer designated for the ward instead of the printer designated for the pharmacy.

5.2. Edit Patient's Default Stop Date
[PSJU CPDD]

This option is locked with the PSJU PL key.

The "UD DEFAULT STOP DATE/TIME:" prompt accepts the date and time entry to be used as the default value for the STOP DATE/TIME of the Unit Dose orders during order entry and renewal processes. This value is used only if the corresponding ward parameter is enabled. The order entry and renewal processes will sometimes change this date and time.

Note: If the Unit Dose order, being finished by the user, is received from CPRS and has a duration assigned, the UD DEFAULT STOP DATE/TIME is displayed as the Calc Stop date/time.

When the SAME STOP DATE ON ALL ORDERS parameter is set to yes, the module will assign a default stop date for each patient. This date is initially set when the first order is entered for the patient, and can change when an order for the patient is renewed. This date is shown as the default value for the stop date of each order entered for the patient. However, if a day or dose limit exists for the selected Orderable Item, and the limit is less than the default stop date, the earlier stop date and time will be displayed.

6. Output Options

Most of the Output Options are located under the *Reports Menu* option on the *Unit Dose Medications* menu. The other reports are located directly on the *Unit Dose Medications* menu.

6.1. PAtient Profile (Unit Dose)

[PSJU PR]

The *PAtient Profile (Unit Dose)* option allows a user to print a profile (list) of a patient's orders for the patient's current or last (if patient has been discharged) admission, to any device. If the user's terminal is selected as the printing device, this option will allow the user to select any of the printed orders to be shown in complete detail, including the activity logs, if any. The user may print patient profiles for a ward group, ward, or by patient.

Example: Patient Profile

```
Select Unit Dose Medications Option: patient Profile (Unit Dose)


Select by WARD GROUP (G), WARD (W), or PATIENT (P): P  Patient

Select PATIENT: ABC,PATIENT           123-45-9111   08/18/20   1 EAST

Select another PATIENT: <Enter>

SHORT, LONG, or NO Profile?  SHORT// <Enter>  SHORT

Show PROFILE only, EXPANDED VIEWS only, or BOTH: PROFILE// <Enter>

Select PRINT DEVICE: <Enter>  NT/Cache virtual TELNET terminal
```

```
                  U N I T   D O S E   P R O F I L E            09/13/00  16:20
                        WHOEVER YOU WANT IT TO BE HEALTHCARE SYSTEM
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
 ABC,PATIENT                            Ward: 1 EAST
    PID: 123-45-9111      Room-Bed: B-12             Ht(cm):        (        )
    DOB: 08/18/20  (80)                              Wt(kg):        (        )
    Sex: MALE                                    Admitted: 05/03/00
     Dx: TESTING
 Allergies: No Allergy Assessment
      ADR:
- - - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - - - -
  1  -> AMPICILLIN CAP INJ                   C  09/07  09/21  A   NF
          Give: 250MG PO QID
  2  -> HYDROCORTISONE CREAM,TOP             C  09/07  09/21  A   NF
          Give: 1% TOP QD
  3  -> PROPRANOLOL 10MG U/D                 C  09/07  09/21  A   NF
          Give:  PO QD

View ORDERS (1-3): 1
```

---**report continues**---

Example: Patient Profile (continued)

```
     ---------------------------------------------------------------------
Patient: ABC,PATIENT                          Status: ACTIVE
Orderable Item: AMPICILLIN CAP INJ
  Instructions:
Dosage Ordered: 250MG
                                              Start: 09/07/00  15:00
    Med Route: ORAL (PO)                       Stop: 09/21/00  24:00
 Schedule Type: CONTINUOUS                  DURATION:
      Schedule: QID
   Admin Times: 01-09-15-20
      Provider: INPATIENT-MEDS,PROVIDER [w]
                                           Units   Units   Inactive
 Dispense Drugs                       U/D  Disp'd  Ret'd   Date
---------------------------------------------------------------------
 AMPICILLIN 500MG CAP                  1     0       0

ORDER NOT VERIFIED
Self Med: NO
Entry By: INPATIENT-MEDS,PROVIDER                Entry Date: 09/07/00  13:37
```

6.2. Reports Menu
[PSJU REPORTS]

The *Reports Menu* option contains various reports generated by the Unit Dose package.

Note: All of these reports are <u>QUEUABLE</u>, and it is <u>strongly suggested</u> that these reports be queued when run.

Example: Reports Menu

```
Select Reports Menu Option: ?

   7       7 Day MAR
   14      14 Day MAR
   24      24 Hour MAR
   AP1     Action Profile #1
   AP2     Action Profile #2
           AUthorized Absence/Discharge Summary
           Extra Units Dispensed Report
           Free Text Dosage Report
           INpatient Stop Order Notices
           Medications Due Worksheet
           Patient Profile (Extended)
```

6.2.1. 24 Hour MAR
[PSJU 24H MAR]

The *24 Hour MAR* option creates a report that can be used to track the administration of a patient's medications over a 24-hour period. The 24 Hour MAR report includes:

- Date/time range covered by the MAR using a four-digit year format
- Institution Name
- Patient demographic data
- Time line
- Information about each order

Example: Patient Profile (Extended) (continued)

```
      Patient: ABC,PATIENT                           Status: ACTIVE
*(1)  Additives:            Order number: 29          Type: PIGGYBACK
        MULTIVITAMINS 2 ML
 (2)  Solutions:
        0.9% SODIUM CHLORIDE 100 ML
                                              DURATION:
 (3)  Infusion Rate: INFUSE OVER 125 MIN.   *(4)   Start: 02/28/02  13:56
*(5)      Med Route: IV                     *(6)    Stop: 03/30/02  24:00
*(7)      Schedule: QID                      Last Fill: ********
 (8)   Admin Times: 09-13-17-21              Quantity: 0
*(9)      Provider: PROVIDER,PAULA [w]     Cum. Doses:
*(10)Orderable Item: MULTIVITAMINS INJ
      Instructions:
 (11)   Other Print:
 (12) Remarks :
      Entry By: ALBANY,ALBERT                Entry Date: 02/28/02  13:56
ACTIVITY LOG:
# DATE       TIME    REASON                 USER
==============================================================================
1  FEB 28,2002 13:58:30 VERIFY              ALBANY,ALBERT
   Comment: ORDER VERIFIED BY PHARMACIST
      ----------------------------------------------------------------
Patient: ABC,PATIENT                         Status: ACTIVE
Orderable Item: BACLOFEN TAB
  Instructions:
Dosage Ordered: 10MG
                                         Start: 02/20/02  15:20
    Med Route: ORAL (PO)                  Stop: 03/06/02  24:00
 Schedule Type: CONTINUOUS               DURATION:
     Schedule: QD
   Admin Times: 1440
      Provider: PROVIDER,PAULA [w]
Special Instructions: PATIENT SPITS OUT MEDICINE
                                        Units   Units   Inactive
 Dispense Drugs                     U/D  Disp'd  Ret'd   Date
-----------------------------------------------------------------------
 BACLOFEN 10MG TABS                  1    0       0
Entry By: TULSA,LARRY                         Entry Date: 02/20/02  15:20
ACTIVITY LOG:
# DATE       TIME    REASON                 USER
==============================================================================
   (THE ORDERABLE ITEM IS CURRENTLY LISTED AS INACTIVE.)

   Date: 02/20/02  15:20    User: TULSA,LARRY
Activity: ORDER ENTERED AS ACTIVE BY PHARMACIST
      ----------------------------------------------------------------
Patient: ABC,PATIENT                         Status: ACTIVE
Orderable Item: PREDNISONE TAB
  Instructions:
Dosage Ordered: 5MG
                                         Start: 02/25/02  10:58
    Med Route: ORAL (PO)                  Stop: 03/11/02  24:00
 Schedule Type: CONTINUOUS               DURATION:
     Schedule: TU-TH-SA@09
   Admin Times: 09
      Provider: PROVIDER,PAULA [w]
                                        Units   Units   Inactive
 Dispense Drugs                     U/D  Disp'd  Ret'd   Date
-----------------------------------------------------------------------
 PREDNISONE 5MG TAB                  1    0       0
Self Med: NO
Entry By: PHOENIX,SALLY                       Entry Date: 02/25/02  10:58
ACTIVITY LOG:
# DATE       TIME    REASON                 USER
==============================================================================
   Date: 02/25/02  10:58    User: PHOENIX,SALLY
Activity: ORDER VERIFIED BY PHARMACIST
```

6.3. Align Labels (Unit Dose)
[PSJU AL]

Align Labels (Unit Dose) option allows the user to align the label stock on a printer so that Unit Dose order information will print within the physical boundaries of the label.

Example: Align Labels (Unit Dose)

```
Select Unit Dose Medications Option: ALIGn Labels (Unit Dose)

Select LABEL PRINTER: <Enter>  TELNET
\------------ FIRST LINE OF LABEL ------------/
<                                             >
<------------ LABEL BOUNDARIES --------------->
<                                             >
/-------------LAST LINE OF LABEL--------------\

 XX/XX | XX/XX | XX/XX/XX  XX:XX  (PXXXX) | A T    PATIENT NAME
        ROOM-BED
DRUG NAME                    SCHEDULE TYPE| D I    XXX-XX-XXXX      DOB (AGE)
          TEAM
 DOSAGE ORDERED   MED ROUTE   SCHEDULE    | M M    SEX           DIAGNOSIS
 SPECIAL INSTRUCTIONS                     | I E    ACTIVITY DATE/TIME  ACTIVITY
 WS HSM NF              RPH:      RN:     | N S    WARD GROUP
          WARD



 Are the labels aligned correctly? Yes// Y  (Yes)
```

6.4. Label Print/Reprint
[PSJU LABEL]

Label Print/Reprint option allows the user to print new unprinted labels and/or reprint the latest label for any order containing a label record. When entering this option, the nurse will be informed if there are any unprinted new labels from auto-cancelled orders (i.e., due to ward or service transfers). The nurse will be shown a list of wards to choose from if these labels are to be printed at this time. The nurse can delete these auto-cancel labels; however, deletion will be for <u>all</u> of the labels.

Next, the nurse will be instructed if there are any unprinted new labels. The nurse can then decide whether to print them now or later.

The nurse can choose to print the labels for a ward group, ward, or for an individual patient. If ward group or ward is chosen, the label start date will be entered and the labels will print on the specified printer device. When the option to print by individual patient is chosen, an Inpatient Profile will be displayed and the nurse can then choose the labels from the displayed Unit Dose and IV orders to be printed on a specified printer.

Activity Ruler	The activity ruler provides a visual representation of the relationship between manufacturing times, doses due, and order start times. The intent is to provide the on-the-floor user with a means of tracking activity in the IV room and determining when to call for doses before the normal delivery. The activity ruler can be enabled or disabled under the *SIte Parameters (IV)* option.
Additive	A drug that is added to an IV solution for the purpose of parenteral administration. An additive can be an electrolyte, a vitamin or other nutrient, or an antibiotic. Only an electrolyte or multivitamin type additives can be entered as IV fluid additives in CPRS.
ADMINISTRATION SCHEDULE File	File #51.1. This file contains administration schedule names and standard dosage administration times. The name is a common abbreviation for an administration schedule type (e.g., QID, Q4H, PRN). The administration time entered is in military time, with each time separated from the next by a dash, and times listed in ascending order.
Administering Teams	Nursing teams used in the administration of medication to the patients. There can be a number of teams assigned to take care of one ward, with specific rooms and beds assigned to each team.
Admixture	An admixture is a type of intravenously administered medication comprised of any number of additives (including zero) in one solution. It is given at a specified flow rate; when one bottle or bag is empty, another is hung.
APSP INTERVENTION File	File #9009032.4. This file is used to enter pharmacy interventions. Interventions in this file are records of occurrences where the pharmacist had to take some sort of action involving a particular prescription or order. A record would record the provider involved, why an intervention was necessary, what action was taken by the pharmacists, etc.
Average Unit Drug Cost	The total drug cost divided by the total number of units of measurement.

BCMA	A **V**IST**A** computer software package named Bar Code Medication Administration. This package validates medications against active orders prior to being administered to the patient.
Calc Start Date	Calculated Start Date. This is the date that would have been the default Start Date/Time for an order if no duration was received from CPRS. Due to the existence of a duration, the default Start Date/Time of the order becomes the <u>expected first dose</u>.
Calc Stop Date	Calculated Stop Date. This is the date that would have been the default Stop Date/Time for an order if no duration was received from CPRS. Due to the existence of a duration, the default Stop Date/Time of the order becomes the <u>expected first dose</u> plus the duration.
Chemotherapy	Chemotherapy is the treatment or prevention of cancer with chemical agents. The chemotherapy IV type administration can be a syringe, admixture, or a piggyback. Once the subtype (syringe, piggyback, etc.) is selected, the order entry follows the same procedure as the type that corresponds to the selected subtype (e.g., piggyback type of chemotherapy follows the same entry procedure as regular piggyback IV).
Chemotherapy "Admixture"	The Chemotherapy "Admixture" IV type follows the same order entry procedure as the regular admixture IV type. This type is in use when the level of toxicity of the chemotherapy drug is high and is to be administered continuously over an extended period of time (e.g., hours or days).
Chemotherapy "Piggyback"	The Chemotherapy "Piggyback" IV type follows the same order entry procedure as the regular piggyback IV type. This type of chemotherapy is in use when the chemotherapy drug does not have time constraints on how fast it must be infused into the patient. These types are normally administered over a 30 - 60 minute interval.

Chemotherapy "Syringe"

The Chemotherapy "Syringe" IV type follows the same order entry procedure as the regular syringe IV type. Its administration may be continuous or intermittent. The pharmacist selects this type when the level of toxicity of the chemotherapy drug is low and needs to be infused directly into the patient within a short time interval (usually 1-2 minutes).

Continuous Syringe

A syringe type of IV that is administered continuously to the patient, similar to a hyperal IV type. This type of syringe is commonly used on outpatients and administered automatically by an infusion pump.

Coverage Times

The start and end of coverage period designates administration times covered by a manufacturing run. There must be a coverage period for all IV types: admixtures and primaries, piggybacks, hyperals, syringes, and chemotherapy. For one type, admixtures for example, the user might define two coverage periods; one from 1200 to 0259 and another from 0300 to 1159 (this would mean that the user has two manufacturing times for admixtures).

CPRS

A **V**_IST_**A** computer software package called Computerized Patient Record Systems. CPRS is an application in **V**_IST_**A** that allows the user to enter all necessary orders for a patient in different packages from a single application. All pending orders that appear in the Unit Dose and IV modules are initially entered through the CPRS package.

Cumulative Doses

The number of IV doses actually administered, which equals the total number of bags dispensed less any recycled, destroyed, or cancelled bags.

Default Answer

The most common answer, predefined by the system to save time and keystrokes for the user. The default answer appears before the two slash marks (//) and can be selected by the user by pressing <**Enter**>.

Dispense Drug

The Dispense Drug is pulled from DRUG file (#50) and usually has the strength attached to it (e.g., Acetaminophen 325 mg). Usually, the name alone without a strength attached is the Orderable Item name.

Delivery Times   The time(s) when IV orders are delivered to the wards.

Dosage Ordered   After the user has selected the drug during order entry, the dosage ordered prompt is displayed.

DRUG ELECTROLYTES file   File #50.4. This file contains the names of anions/cations, and their concentration units.

DRUG file   File #50. This file holds the information related to each drug that can be used to fill a prescription.

Electrolyte   An additive that disassociates into ions (charged particles) when placed in solution.

Entry By   The name of the user who entered the Unit Dose or IV order into the computer.

Hospital Supplied Self Med   Self medication, which is to be supplied by the Medical Center's pharmacy. Hospital supplied self med is only prompted for if the user answers Yes to the SELF MED: prompt during order entry.

Hyperalimentation (Hyperal)   Long term feeding of a protein-carbohydrate solution. Electrolytes, fats, trace elements, and vitamins can be added. Since this solution generally provides all necessary nutrients, it is commonly referred to as Total Parenteral Nutrition (TPN). A hyperal is composed of many additives in two or more solutions. When the labels print, they show the individual electrolytes in the hyperal order.

Infusion Rate   The designated rate of flow of IV fluids into the patient.

INPATIENT USER PARAMETERS file File #53.45. This file is used to tailor various aspects of the Inpatient Medications package with regards to specific users. This file also contains fields that are used as temporary storage of data during order entry/edit.

INPATIENT WARD PARAMETERS file File #59.6. This file is used to tailor various aspects of the Inpatient Medications package with regards to specific wards.

Intermittent Syringe	A syringe type of IV that is administered periodically to the patient according to an administration schedule.
Internal Order Number	The number on the top left corner of the label of an IV bag in brackets ([ ]). This number can be used to speed up the entry of returns and destroyed IV bags.
IV ADDITIVES file	File #52.6. This file contains drugs that are used as additives in the IV room. Data entered includes drug generic name, print name, drug information, synonym(s), dispensing units, cost per unit, days for IV order, usual IV schedule, administration times, electrolytes, and quick code information.
IV CATEGORY file	File #50.2. This file allows the user to create categories of drugs in order to run "tailor-made" IV cost reports for specific user-defined categories of drugs. The user can group drugs into categories.
IV Label Action	A prompt, requesting action on an IV label, in the form of "Action ( )", where the valid codes are shown in the parentheses. The following codes are valid: P – Print a specified number of labels now. B – Bypass any more actions. S – Suspend a specified number of labels for the IV room to print on demand.
IV Room Name	The name identifying an IV distribution area.
IV SOLUTIONS file	File #52.7. This file contains drugs that are used as primary solutions in the IV room. The solution must already exist in the DRUG file (#50) to be selected. Data in this file includes: drug generic name, print name, status, drug information, synonym(s), volume, and electrolytes.
IV STATS file	File #50.8. This file contains information concerning the IV workload of the pharmacy. This file is updated each time the *COmpile IV Statistics* option is run and the data stored is used as the basis for the AMIS (IV) report.
Label Device	The device, identified by the user, on which computer-generated labels will be printed.

Local Possible Dosages   Free text dosages that are associated with drugs that do not meet all of the criteria for Possible Dosages.

LVP   Large Volume Parenteral — Admixture. A solution intended for continuous parenteral infusion, administered as a vehicle for additive(s) or for the pharmacological effect of the solution itself. It is comprised of any number of additives, including zero, in one solution.An LVP runs continuously, with another bag hung when one bottle or bag is empty.

Manufacturing Times   The time(s) that designate(s) the general time when the manufacturing list will be run and IV orders prepared. This field in the *SIte Parameters (IV)* option (IV ROOM file (#59.5)) is for documentation only and does not affect IV processing.

MEDICATION ADMINISTERING TEAM file   File #57.7. This file contains wards, the teams used in the administration of medication to that ward, and the rooms/beds assigned to that team.

MEDICATION INSTRUCTION file   File #51. This file is used by Unit Dose and Outpatient Pharmacy. It contains the medication instruction name, expansion, and intended use.

MEDICATION ROUTES file   File #51.2. This file contains medication route names. The user can enter an abbreviation for each route to be used at their site. The abbreviation will most likely be the Latin abbreviation for the term.

Medication Routes/ Abbreviations   Route by which medication is administered (e.g., oral). The MEDICATION ROUTES file (#51.2) contains the routes and abbreviations, which are selected by each VAMC. The abbreviation cannot be longer than five characters to fit on labels and the MAR. The user can add new routes and abbreviations as appropriate.

Non-Formulary Drugs   The medications that are defined as commercially available drug products not included in the VA National Formulary.

Non-Verified Orders	Any order that has been entered in the Unit Dose or IV module that has not been verified (made active) by a nurse and/or pharmacist. Ward staff may not verify a non-verified order.
Orderable Item	An Orderable Item name has no strength attached to it (e.g., Acetaminophen). The name with a strength attached to it is the Dispense Drug name (e.g., Acetaminophen 325mg).
Order Sets	An Order Set is a set of N pre-written orders. (N indicates the number of orders in an Order Set is variable.) Order Sets are used to expedite order entry for drugs that are dispensed to all patients in certain medical practices and procedures.
Order View	Computer option that allows the user to view detailed information related to one specific order of a patient. The order view provides basic patient information and identification of the order variables.
Parenteral	Introduced by means other than by way of the digestive track.
Patient Profile	A listing of a patient's active and non-active Unit Dose and IV orders. The patient profile also includes basic patient information, including the patient's name, social security number, date of birth, diagnosis, ward location, date of admission, reactions, and any pertinent remarks.
Pending Order	A pending order is one that has been entered by a provider through CPRS without Pharmacy or Nursing finishing the order. Once Pharmacy or Nursing has finished and verified the order, it will become active.
PHARMACY SYSTEM file	File # 59.7. This file contains data that pertains to the entire Pharmacy system of a medical center, and not to any one site or division.

Piggyback

Small volume parenteral solution for intermittent infusion. A piggyback is comprised of any number of additives, including zero, and one solution; the mixture is made in a small bag. The piggyback is given on a schedule (e.g., Q6H). Once the medication flows in, the piggyback is removed; another is not hung until the administration schedule calls for it.

Possible Dosages

Dosages that have a numeric dosage and numeric dispense units per dose appropriate for administration. For a drug to have possible dosages, it must be a single ingredient product that is matched to the VA PRODUCT file (#50.68). The VA PRODUCT file (#50.68) entry must have a numeric strength and the dosage form/unit combination must be such that a numeric strength combined with the unit can be an appropriate dosage selection.

Pre-Exchange Units

The number of actual units required for this order until the next cart exchange.

Primary Solution

A solution, usually an LVP, administered as a vehicle for additive(s) or for the pharmacological effect of the solution itself. Infusion is generally continuous. An LVP or piggyback has only one solution (primary solution). A hyperal can have one or more solutions.

Print Name

Drug generic name as it is to appear on pertinent IV output, such as labels and reports. Volume or Strength is not part of the print name.

Print Name{2}

Field used to record the additives contained in a commercially purchased premixed solution.

Profile

The patient profile shows a patient's orders. The Long profile includes all the patient's orders, sorted by status: active, non-verified, pending, and non-active. The Short profile will exclude the patient's discontinued and expired orders.

Prompt

A point at which the system questions the user and waits for a response.

Provider   Another term for the physician involved in the prescription of an IV or Unit Dose order for a patient.

PSJI MGR   The name of the *key* that allows access to the supervisor functions necessary to run the IV medications software. Usually given to the Inpatient package coordinator.

PSJI PHARM TECH   The name of the *key* that must be assigned to pharmacy technicians using the IV module. This key allows the technician to finish IV orders, but not verify them.

PSJI PURGE   The *key* that must be assigned to individuals allowed to purge expired IV orders. This person will most likely be the IV application coordinator.

PSJI RNFINISH   The name of the *key* that is given to a user to allow the finishing of IV orders. This user must also be a holder of the PSJ RNURSE key.

PSJI USR1   The *primary menu option* that may be assigned to nurses.

PSJI USR2   The *primary menu option* that may be assigned to technicians.

PSJU MGR   The name of the *primary menu* and of the *key* that must be assigned to the pharmacy package coordinators and supervisors using the Unit Dose module.

PSJU PL   The name of the *key* that must be assigned to anyone using the Pick List options.

PSJ PHARM TECH   The name of the *key* that must be assigned to pharmacy technicians using the Unit Dose module.

PSJ RNFINISH   The name of the *key* that is given to a user to allow the finishing of a Unit Dose order. This user must also be a holder of the PSJ RNURSE key.

PSJ RNURSE   The name of the *key* that must be assigned to nurses using the Unit Dose module.

PSJ RPHARM   The name of the *key* that must be assigned to a pharmacist to use the Unit Dose module. If the package coordinator is also a pharmacist he/she must also be given this key.

Quick Code   An abbreviated form of the drug generic name (from one to ten characters) for IV orders. One of the three drug fields on which lookup is done to locate a drug. Print name and synonym are the other two. Use of quick codes will speed up order entry, etc.

Report Device   The device, identified by the user, on which computer-generated reports selected by the user will be printed.

Schedule   The frequency of administration of a medication (e.g., QID, QD, QAM, STAT, Q4H).

Schedule Type   Codes include: **O** - one time (i.e., STAT - only once), **P** - PRN (as needed; no set administration times). **C**-continuous (given continuously for the life of the order; usually with set administration times). **R** - fill on request (used for items that are not automatically put in the cart - but are filled on the nurse's request. These can be multidose items (e.g., eye wash, kept for use by one patient and is filled on request when the supply is exhausted)). And **OC** - on call (one time with no specific time to be given, i.e., 1/2 hour before surgery).

Self Med   Medication that is to be administered by the patient to himself.

Standard Schedule   Standard medication administration schedules stored in the ADMINISTRATION SCHEDULE file (#51.1).

Start Date/Time   The date and time an order is to begin.

Status   **A** - active, **E** - expired, **R** - renewed (or reinstated), **D** - discontinued, **H** - on hold, **I** - incomplete, or **N** - non-verified, **U** – unreleased, **P** – pending, **O** – on call, **DE** – discontinued edit, **RE** – reinstated, **DR** – discontinued renewal.

Stop Date/Time   The date and time an order is to expire.

Stop Order Notices   A list of patient medications that are about to expire and may require action.

Syringe   Type of IV that uses a syringe rather than a bottle or bag. The method of infusion for a syringe-type IV may be continuous or intermittent.

Syringe Size   The syringe size is the capacity or volume of a particular syringe. The size of a syringe is usually measured in number of cubic centimeters (ccs).

TPN   Total Parenteral Nutrition. The intravenous administration of the total nutrient requirements of the patient. The term TPN is also used to mean the solution compounded to provide those requirements.

Units per Dose   The number of Units (tablets, capsules, etc.) to be dispensed as a Dose for an order. Fractional numbers will be accepted.

VA Drug Class Code   A drug classification system used by VA that separates drugs into different categories based upon their characteristics. IV cost reports can be run for VA Drug Class Codes.

VDL   Virtual Due List. This is a Graphical User Interface (GUI) application used by the nurses when administering medications.

WARD GROUP file   File #57.5. This file contains the name of the ward group, and the wards included in that group. The grouping is necessary for the pick list to be run for specific carts and ward groups.

Ward Group Name   An arbitrarily chosen name used to group wards for the pick list and medication cart.

WARD LOCATION file   File #42. This file contains all of the facility ward locations and their related data, i.e., Operating beds, Bedsection, etc. The wards are created/edited using the *Ward Definition* option of the ADT module.

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